

# CITY OF CIBOLO REQUEST FOR QUALIFICATIONS (RFQ)

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## 2015 COMPREHENSIVE MASTER PLAN UPDATE

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The City of Cibolo requests the submission of planning RFQ Submittals to be prepared by professional certified planning consultants leading to the possible award of a contract for an update to the existing 2005 Comprehensive Master Plan for the City of Cibolo, Texas.

**"Deadline for Submission"**: Friday at 2:00p.m., April 3rd, 2015.

**SEALED RFQ Submissions** should be addressed to:

The City of Cibolo, City Secretary's Office  
Attn: Ms. Peggy Cimics, City Secretary  
200 South Main St. Cibolo, TX 78108  
Ph: 210-658-9900  
Fax: 210-658-8065

Attn: RFQ - "The City of Cibolo 2015 Comprehensive Master Plan Update"

The number of copies required under this RFQ is listed herein under 'Role of Consultant'. Any proposal received after the stated closing time will not be accepted. Sealed RFQ Submittals must be received at the listed address no later than the deadline provided above and the City shall open the sealed submissions immediately after the "Deadline for Submission".

Until the final award of contract by the City of Cibolo, said City reserves the right to reject any and/or all RFQ Submittals, to waive informalities, to re-advertise, to proceed otherwise when the best interest of the City will be realized hereby.

RFQ Submittals must be signed by someone having the authority to bind their company in a contract with the City of Cibolo, Texas.

For more information or questions regarding submission requirements, please contact the City of Cibolo Planning and Engineering Department at 210-658-9900 or at [cds@cibolotx.gov](mailto:cds@cibolotx.gov). Procedural request questions may be directed to the City Secretary at 210-658-9900.

NOTE: In order to ensure a fair and objective evaluation, all questions related to this request for proposal shall be addressed to the individual identified above. Contact with any other City employee or official is prohibited without prior written consent of the City Secretary. Proposers contacting any other city official(s) without prior written consent will have their proposal removed from consideration.

## REQUEST FOR RFQ SUBMITTALS- PROJECT DESCRIPTION

### **ANNOUNCEMENT**

The City of Cibolo, Texas (herein referred to as "City") is accepting qualification statements from qualified planning consultants interested in providing professional services to update the City's 2015 Comprehensive Master Plan Update, herein referred to as the 'Plan'. The proposed Plan will be an update to the current Comprehensive Land Use Plan which was adopted in January 2005. The Plan is the principal guide for use in the daily planning decisions regarding growth, current and future land-use and infrastructure development as well as redevelopment within the City and its Extraterritorial Jurisdiction (ETJ). The existing plan has become largely ineffective in dealing with current issues related to our significant growth and development in recent years.

### **COMMUNITY BACKGROUND**

The City of Cibolo is one of the fastest growing cities in the nation, capitalizing on its strategic location approximately 12 miles northeast of downtown San Antonio, on the west end of Guadalupe County and strategically located between Interstate 35 and Interstate 10. Cibolo is within the Schertz-Cibolo-Universal City Independent School district, which is regarded as one of the best public school districts in the San Antonio region. Since 2000, the City of Cibolo has grown from a population of just over 3,000, to over 25,000 in 2014; a compound annual growth rate of over 715%. Cibolo strives for quality development while preserving the rich, historic character of the community.

### **PROJECT OVERVIEW**

The Comprehensive Plan is utilized by the City of Cibolo on a daily basis as a policy guide regarding decisions pertaining to zoning requests, growth management, infrastructure improvements, historic preservation and other considerations to the future growth and development of the city. An objective of the Plan will be to assess and consolidate various demographic & socio-economic trends, reports, studies, public opinion and plans that have current and future impacts on the City of Cibolo. Among other issues, the new Comprehensive Plan shall address land use and transportation concerns, infrastructure demand and improvement needs and the future growth and development concerns for the City.

The City desires to select a planning consultant capable of performing all responsibilities normally associated with the full development of a municipal comprehensive plan. The scope of services for the Plan should include, **but are not limited to**, the following tasks:

**I. Public Participation:** The City recognizes that the acceptance and success of the City of Cibolo Comprehensive Plan rests on the direct involvement, support, and effort of the citizens of Cibolo. Public participation is expected to play an important role in the development of the Cibolo Comprehensive Plan. An effective schedule and proper facilitation of public hearings with Cibolo's citizens, interest groups, Planning & Zoning Commission and City Council will be necessary to successfully update the Plan.

**II. Plan Elements:** Elements requested in the plan include, but are not limited to the following:

- Goals and Objectives;
- Demographic and Economic Projections;
- Economic Development, Business Sector Forecast & Tourism;
- Existing and Future Land Use;
- Existing Thoroughfare Conditions;

- Future Thoroughfare Improvements;
- Existing and Future Infrastructure Growth (Water, Sewer, Storm Drainage);
- Annexation;
- Environment and Natural Resources;
- Housing Conditions and Growth;
- Historic Preservation and Downtown Revitalization
- Parks, Recreation and Open Space;
- Placemaking;
- Neighborhood Redevelopment;
- Community Facilities and Public Services (Existing and Needs); and
- Implementation (Including 5 year Capitol Improvements Program)

### ***ROLE OF THE CITY***

The staff available to assist the selected consultant is limited. Therefore, the consultant shall have the resources and abilities to fully develop the Plan accordingly. The City will copy all draft reports and maps for distribution to committees and citizens in order to curb costs. In addition, all public hearing notices and scheduling of necessary facilities for meetings will be handled by City staff. The City will provide all available digital, GIS mapping related information to the consultant to utilize during the adoption process. The consultant shall coordinate with City staff to obtain in-house information and resources prior to submitting a draft plan for public hearings. Additional information is available online at: <http://www.cibolotx.gov/Index.aspx?NID=137>.

Deliverables by the City to the consultant when "Notice to Proceed" is given may include: 1.) shape files (ESRI-ArcInfo) for the future land use and future thoroughfare; 2.) existing streets with database; 3.) existing zoning with database; 4.) GCAD parcels; and 5.) Extra-Territorial Jurisdiction (E.T.J.).

### ***GENERAL CONDITIONS***

A. RFQ Submittals received after the date and time specified on the "Deadline for Submission" shall be returned unopened and will be considered void and unacceptable. The City is not responsible for lateness of mail carrier, etc., and time/date stamp in the office of the City Secretary's Office shall be the official time of receipt.

B. RFQ Submittals can only be altered or amended as prescribed by state law. Alterations made before closing must be initialed by proposer guaranteeing authenticity. RFQ Submittals may not be withdrawn after proposal closing date and proposers so agrees upon submittal of their proposal.

C. RFQ Submittals will be received and publicly acknowledged at the location, date and time identified in the "Deadline for Submission". RFQ Submitters, their representative and interested persons may be present. The RFQ Submittals received will be publicly opened but not read aloud. RFQ Submittals shall remain valid for a period of ninety (90) days from the date & time identified in the "Deadline for Submission".

D. By submitting a RFQ Submittal to the City, the submitter certifies that he has fully read and understands the "RFQ" and has full knowledge of the scope, quantity and quality of the services to be furnished.

E. The RFQ Submitter shall furnish any additional information as the City may require. The City reserves the right to make investigation of the qualifications of the Submitter as it deems appropriate.

F. No public official or City Employee shall enter into a contract with the City that violates Local Government Code, Section 171.003.

G. The City shall not be liable for any direct or indirect costs incurred by any person or firm responding to this RFQ.

H. The Submittal Response, when properly accepted by the City, shall be incorporated into any final contract document.

I. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. Any and all change orders to the contract shall be made in writing by the Purchasing Manager for the City.

J. RFQ Submitters are advised that all City contracts are subject to all legal requirements provided in the City Charter and/or applicable City ordinances, State and Federal Statutes.

K. Any submittal which does not contain all of the information requested in this RFQ will be considered incomplete and may be rejected by the City.

#### ***ROLE OF CONSULTANT***

The consultant will furnish all required labor, materials, supplies and travel required in connection with the project. The City expects that the project staff will include individuals with expertise in fields of comprehensive planning, land-use and transportation planning, traffic engineering, mapping and public policy report writing.

The following instructions describe the form in which RFQ Submittals must be presented. RFQ Submittal documents must be prepared simply, economically and provide a straightforward, concise response to the requirements of the RFQ. Completeness and clarity of content must be emphasized. The requirements stated do not preclude proposers from furnishing additional reports, functions, and costs as deemed appropriate. The RFQ submission requirements prior to the deadline is as follows: One (1) original, five (5) copies, and one (1) digital copy in \*.PDF form shall be submitted.

#### ***REQUEST FOR RFQ SUBMITTALS***

Responses to this RFQ are to be provided in the following format:

- **Letter of Interest:** Cover letter introducing the firm, indicating the firm's interest in the project, and identifying the firm's ability to provide the services needed.
- **Introduction:** A brief description of the firm, including the number of years the firm has been in existence, full range of professional services while concentrating on the professional planning and support services, office location(s), and staff size.
- **World Program:** Given the project overview, delineate with narrative and graphics a general project approach that would be employed to complete the Project for the City of Cibolo. Describe a process approach that was used in the (recent) past to successfully complete a similar project. Additionally, describe a proposed project schedule including dates for major milestones, deliverables, and completion. The City intends the project to be completed and adopted by December 2015. New approaches, points of study for Plans or philosophical ideals are welcomed but should be outlined in the RFQ response.

- List of Clients: Experience and Qualifications: Brief documentation of the firm's prior work relevant to this RFQ, including the name, address, and phone number of client references and the primary contact person(s). Provide list of comparable clients where similar services have been provided with contact information.
- Consultant Personnel: Individual resumes for the firm's professionals and support staff who will work on the project, including identification of the project manager and principal contact and specific planning related qualifications and credentials for those key team members providing services identified herein. Any subconsultants expected to provide services on behalf of the firm, must be identified along with their availability and relevant experience.
- Other: Please use this section as an opportunity to include additional information which may be added to the Plan Elements and discuss the possible benefit to the Plan regarding the proposed addition.
- RFQ Submittal Acknowledgement Form: This section shall include the completed acknowledgment form(s).

### **CONSULTANT SELECTION PROCESS**

Consultants will be interviewed by the selection committee consisting of: one elected official from the City Council, the Planning and Zoning Commission Chairman, City Manager, Director of Planning and Engineering and City Planner. All RFQ Submittals are considered public records. The committee reserves the right to request additional information from consultants submitting RFQ Submittals.

The following criteria will be considered in evaluating the RFQ Submittals and selecting the consultant:

#### **Proposal Narrative (limited to 10 pages)**

##### **A. Understanding of the project: Methodology and Approach (0-30 Points)**

- The firm's understanding of the projects complexity and regional uniqueness, includes but is not limited to: the commitment and accessibility of the team members throughout the durations of the project, ability to maintain communication on Plan development, Resources to accomplish the Project, and ability to involve partners and stakeholders in the planning process.
- The firm's methodology in meeting the scope of work requirements.
- Describe overall approach to include special considerations, which may be envisioned in scoping, completing, and managing small tasks.
- Provide detailed information on Project Manager's role in scoping task with the City and working with key staff or task leaders.

##### **B. Firm Experience (0-30 Points)**

- Detail the firm's experience in the same manner or similar areas of expertise, stability, and its adaptability to providing the required services for small task projects.
- Identify your firm's performance on similar projects, especially noting City work, City work in the project area and task work of this type. Provide a point of contact for all City work identified. A current telephone number should also be provided if applicable.

**C. Qualifications: Project Manager, Key Project Staff and Subconsultants (0-40 Points)**

- Demonstration of qualifications and relevant experiences of the Project Manager, key project staff, task leaders, and subconsultants expected to provide services on behalf of the firm, along with their availability and resumes (no more than one-page in length). Performance on projects, especially City, should be noted.

**Total Possible Score (100 Points)**

The selection committees preferred consultant will be forwarded onto City Council who will need to approve the selection prior to executing any agreement or contract for said professional services.

***BASIS FOR CONTRACT AWARD***

- The City reserves the right, at its sole discretion, to accept the proposal considered most advantageous to the City based on the evaluation criteria. Determination as to which proposal is most advantageous to the City shall be made solely by the City.
- The City reserves the right to require oral presentations by senior management of the proposing firm who possesses the ability to fully answer all questions regarding their proposal.
- The City reserves the right to negotiate with any or all proposers regarding their proposal.
- The City reserves the right to accept or reject any and all RFQ Submittals and to waive any informality.

***CONFLICT OF INTEREST***

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person conducting business or wishing to conduct business with a City, complete a "Conflict of Interest Questionnaire". By law, this questionnaire must be filed with the City Secretary for the City. A person in violation of Section 176.006, Local Government Code is guilty of a Class C misdemeanor.

***FUNDING***

The City of Cibolo, Texas, is a home-rule municipal corporation operated and funded on an October 1 to September 30 basis; accordingly, the City reserves the right to terminate, without liability to the City, any contract for which current revenues are not available.

***SCHEDULE***

The update should be complete and presented to the City Council in complete form for adoption by December 2015. It is anticipated that this project will require a minimum of six (6) public meetings: a minimum of two workshops with the general public, two Planning & Zoning Commission public hearings, and two City Council public hearings. During the first two public meetings (Charrettes), it is expected that there will be extensive outreach to the business and development community, as well as the residents of the city regarding public input on this plan. The City of Cibolo Planning & Zoning Commission meets once a month and the City Council meets twice a month, a possible sequence of meetings is provided below:

1. Two public workshops Charrettes)
2. Planning & Zoning Commission Present Draft & Workshop
3. Planning & Zoning Commission Present & Approve Changes for Council Consideration
4. City Council Presentation
5. City Council Final Adoption

#### **GENERAL CONDITIONS**

**Limitation** -This RFQ does not commit the City of Cibolo to award a contract or to pay any costs incurred as a result of preparing such a response. The City reserves the right to accept or reject any and all responses received in response to this request, to negotiate with all qualified respondents or to cancel in part or in its entirety this request for proposal if it is in the best interest of the City. The Consultant Selection Committee may require consultant/attorney participation in negotiations, the result of which may require revisions to the response as submitted.

Questions or comments regarding formal deliverable for the Plan can be directed to:

Mr. Rudolph F. Klein IV, P.E., Director of Planning and Engineering, at 210-658-9900 ext 3139, Monday through Friday, during regular business hours of 8:00 a.m. to 5:00 p.m.

Questions or comments regarding the procedural aspect of the RFQ can be directed to:

Ms. Peggy Cimics, City Secretary, at 210-658-9900, Monday through Friday, during regular business hours of 8:00 a.m. to 5:00 p.m.